

# Knights Templar Community Church School and Nursery

*"Be the best you can be with a zest for living, a thirst for learning and a spirit of kindness."*

Head Teacher: Mrs Laura Weaver, BA Hons QTS



September 2024

Dear Parents/Carers,

As you may be aware, schools in West Somerset work together in a variety of ways to ensure that you, and your children, experience a consistent approach to key aspects of education and school life. One of these areas relates to school attendance and you will no doubt be aware that this issue is of extremely high importance, both locally and nationally.

Our schools share an Attendance Policy which sets out how each school will work to promote and maintain excellent attendance, based on the underlying principle that working together with parents/carers is absolutely the best way to support this. This policy is updated annually to take into account any amendments to Department for Education (DfE) requirements and/or changes to practice within Somerset Council.

The updated West Somerset Attendance Policy can be found here:

<https://www.knightstemplarfirst.co.uk/policies/> – we would particularly like to draw your attention to the section around the new National Framework for Penalty Notices (p13 – p15) in relation to both unauthorised term time leave and regular unauthorised absence, as all schools in the area will adhere to the guidance from DfE that states:

**As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.**

You will also find details of key contacts and how your school will seek to work with you should concerns arise (Attendance Concerns Pathway, Appendix B) and we would fully encourage you to make contact as soon as possible if you are experiencing any difficulties with getting your child to school. It is always our intention to work

*in partnership with parents / carers and having conversations as soon as issues begin to arise will be more likely to have a positive impact. There are also links to helpful information for parents / carers (Appendix E)*

*If you have any specific queries or wish to discuss your child's attendance, please liaise with your school in the first instance. Details of the senior leader with responsibility for this can be found in the policy.*

*Yours faithfully,*



*Elaine Detain  
West Somerset Education Partnership Lead*



*Laura Weaver  
Head Teacher*